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APR 3 1953

Chief, Transportation Division, Logistics Office

Asst. Chief for Operations, Logistics Office

Objectives - Calendar Year 1953

REF (a) : Memo from ACOp dtd 4 Feb. 1953 same subject

1. Enclosed is a copy of the projects listed by you in response to reference (a), showing estimated starting and completion (target) dates.

2. In order that this Office may be informed regularly of the progress made in achieving these objectives, it is requested that progress information for each of the projects listed be included every two weeks in your Weekly Activity Report. This information should be indicated as a percentage by increments of 10, i.e. 10%, 20%, etc.

3. It is requested that you furnish this Office with Target Dates for the last project on the attached list.

4. As additional projects of major import come into being, it is requested that this Office be notified of their existence in your Weekly Activity Report under a special section to be called: "Major Objective(s)". The information given should state briefly the objective, outline of the steps to be taken in achieving the objective, and estimated starting and completion (target) dates.

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1 Encl.

LO/AC/CRH/mel (1 April 1953)

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Document No. 1
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<input type="checkbox"/> Declassified
Class. Changed To: TS 3
Auth: MR 70-2
Date: 13 OCT 1978
By: 016

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